

® **DOCLINE 2.0**

## **Serial Holdings Manual**



Authored and Compiled by

**Mark Goldstein, NN/LM-NER**  
**Network Coordinator, Region 8**

**Connecticut | Maine | Massachusetts | New Hampshire | Rhode Island |  
Vermont**

**Reprints: Phone 800-338-7657**

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## Serial Holdings – Maintenance Function

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## Section 1. A System's Perspective

DOCLINE is the National Library of Medicine (NLM)'s automated interlibrary loan request routing and referral system. The primary purpose of the system is to provide improved document delivery service among libraries within the National Network of Libraries of Medicine (NN/LM).

DOCLINE was started in March of 1985 and the system has gone through numerous revisions, the most significant in 2000, when it transitioned from a Telnet-based to a Web-based system.

We anticipate continued revisions of the system, both as new information technologies emerge and the needs of library users evolve. Below is a list of DOCLINE versions to date released by NLM:

|               |                           |          |
|---------------|---------------------------|----------|
| DOCLINE       | first launched via Telnet | Mar 1985 |
| DOCLINE 1.0   | introduced to the Web     | Jun 2000 |
| DOCLINE 1.3   |                           | Sep 2001 |
| DOCLINE 1.4   |                           | Sep 2002 |
| DOCLINE 1.5   |                           | Mar 2003 |
| DOCLINE 1.5.1 |                           | Apr 2003 |
| DOCLINE 1.6   |                           | Jun 2003 |
| DOCLINE 2.0   | Web redesign              | Dec 2003 |

The DOCLINE system serves over 3,000 U.S. and Canadian medical libraries at no cost.

## Section 2. DOCLINE 2.0 Release Notes

### **Serial Holdings (old SERHOLD)**

- Modified navigation and display to provide consistency with other modules

## Section 3. Updating Holdings

Serial Holdings contains the holdings data for over 3,000 medical libraries across the United States, Canada, and Mexico. This system allows the user to search for holdings for a specific serial. The search can be further limited to: holdings for a specific region; U.S. state or Canadian province; library group; holdings for a specific volume; range of volumes; year, or range of years.

### Serial Holdings Tab

The Serial Holdings *Add/Update* screen appears when the **Serial Holdings** menu option is clicked, followed by clicking the **Add/Update** function. The "Serial Holdings Search" tab allows the user to input Bibliographic Search information for a serial and limit the holdings retrieval by specific region, state or province, library group, or library, as well as holdings for a specific volume, range of volumes, year, or range of years.

By default, the **My Library** box is checked to allow the user to add or update their own library, adding the bibliographic search information by clicking **Search**.

The screenshot shows the DOCLINE web application running in Microsoft Internet Explorer. The browser's address bar displays <http://docline.gov/docline/login.cfm>. The DOCLINE logo is at the top left, with navigation links for Help, FAQ, Contact Us, Preferences, and Log Out. Below the logo is a menu bar with tabs: Home, Requests, Serial Holdings (selected), Institutions, and Loansome Doc Patrons. Under the Serial Holdings tab, there are sub-tabs: Add/Update, View, and Reports. The main content area is titled "Serial Holdings" and "LOCATORplus". It features a "Bibliographic Search" section with input fields for NLM Unique ID, ISSN, OCLC Number, and Journal Title / Title Abbreviation. Below this is a "Search Limits" section with checkboxes for Region, State/Province, Library Group, and My Library (which is checked). There are also dropdown menus for "AND" and "OR" operators. A "LookUp LIBID" button is present. At the bottom, there are input fields for "Volume(s) Owned" and "Year(s) Owned", each with a range selector (to). A "Search" button is located at the bottom right of the form. The browser's status bar at the bottom shows "Done" and "Internet".

## Section 3. Updating Holdings -[cont'd]

### Entering Search Information

Enter bibliographic information in the appropriate spaces if you have the specific:

- NLM Unique ID [a.k.a. former title control number (TCN)]
- ISSN
- OCLC Number
- journal title **—or—** journal title abbreviation

### LOCATORplus Tab

The LOCATORplus tab takes you to the Web version of NLM's Online Public Access Catalog.

1. Click the LOCATORplus tab in order to search NLM's online public access catalog.
2. Search LOCATORplus and select the appropriate bibliographic record. Once you display a single bibliographic record, the **Back to DOCLINE** button label changes to **Return to DOCLINE Search**.
3. Click **Return to DOCLINE Search**. The NLM Unique ID and journal title will automatically appear on the *Serial Holdings Search* screen.

### Search LOCATORplus if:

- [a.] one of the four search criteria (listed above) is not known;
- [b.] unable to find the title; **—or—**
- [c.] your search retrieves more than twenty bibliographic records.



### Notes:

- LOCATORplus = Online Public Access Catalog = OPAC

## Section 3. Updating Holdings -[cont'd]

### **Search Limits**

Serial Holdings will display up to 100 holdings records. You can limit holdings retrieval by the following Search Limits:

- Region
- State/Province
- Library Group
- LIBID
- My Library
- Volume(s) Owned
- Year(s) Owned

### **And/Or Boxes**

To combine search limits, select "AND / OR" to link the search limits. "AND" is the default for all fields except **My Library**.



#### **Note:**

- You cannot search both **Region** "AND / OR" **State/Province**.



**Example:** Let's see if our library has a serial holding for "*JAMA*" --



## Section 3. Updating Holdings -[cont'd]

To see if we have a holding record for "JAMA", ensure the checkbox to "My Library" is checked--

DOCLINE - Microsoft Internet Explorer

Address: http://docline.gov/docline/login.cfm

Help | FAQ | Contact Us | Preferences | Log Out

Home | Requests | **Serial Holdings** | Institutions | Loansome Doc Patrons

Add/Update View Reports

Serial Holdings LOCATORplus

Bibliographic Search

NLM Unique ID: [ ] ISSN: [ ] OCLC Number: [ ]

Journal Title / Title Abbreviation: jama [ ]

Search Limits

☐ Region ☐ State/Province ☐ Library Group ☒ My Library

AND Input LIBID (up to 10): [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]

LookUp LIBID

Volume(s) Owned [ ] to [ ] Year(s) Owned [ ] to [ ]

Search Reset Bib Search Reset Search Limits Reset All Help

We have an existing holding record -- see the grey **Update** button displayed at the bottom --

DOCLINE - Microsoft Internet Explorer

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Help | FAQ | Contact Us | Preferences | Log Out

Home | Requests | **Serial Holdings** | Institutions | Loansome Doc Patrons

Add/Update View Reports

Search criteria : jama (TITLE)

Search Results

1 record(s) found

LIBID Status

MAUMAS

Serial Holdings Record Display

Title: JAMA : the journal of the American Medical Association.

NLM Unique ID: 7501160 ISSN: 0098-7484 (Print) 1538-3598 (Electronic)

Publisher: American Medical Association, Place of Publication: Chicago :

Publication Date: 1960- Frequency: Weekly

Owning Library: University of Massachusetts Medical Center (Worcester, MA; LIBID: MAUMAS)

Volumes Held: 173 -

Years Held: 1960 -

Retention Policy: Permanently retained (8)

Acquisition Status: Currently receiving (4)

Physical Format: Text (tu)

Completeness: Other [limited retention; or, no estimate of completeness] (0)

Commitment Level: No special commitment to retain title (Z)

Encoding Level: 3

Update Delete Return to Search Help

## Section 3. Updating Holdings -[cont'd]

Click **Update** to view the entire holdings record displayed –

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File Edit View Favorites Tools Help

Back Address http://docline.gov/docline/login.cfm Go

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Home Requests **Serial Holdings** Institutions Loansome Doc Patrons

Add/Update View Reports

Search criteria : jama (TITLE)

**Serial Holdings Update University of Massachusetts Medical Center (Worcester, MA; LIBID: MAUMAS)**

Title: JAMA : the journal of the American Medical Association.

NLM Unique ID: 7501160 ISSN: 0098-7484 (Print) 1538-3598 (Electronic)

Publisher: American Medical Association, Place of Publication: Chicago :

Publication Date: 1960- Frequency: Weekly

Continuation Notes: Continues: Journal of the American Medical Association.

Retention Policy:  
☐ Retained for a limited period (6) ☒ Permanently retained (8)

Physical Format:  
 Text (tu)

Completeness:  
 Information not available or Retention is limited (0)

Commitment Level:  
 No special commitment to retain title (2)

Added/Modified: 02-21-2001 by MAS63

Encoding Level: 3

Acquisition Status:  
☒ Currently receiving (4) ☐ No longer acquiring (5)

Holdings owned:

| Begin Volume | End Volume | Begin Year | End Year |
|--------------|------------|------------|----------|
| 173          |            | 1960       |          |

Insert Row Delete Reset Delete All Sort

Update Add Different Format Return to Prev Reset Help

Done Internet

### Bibliographic Information:

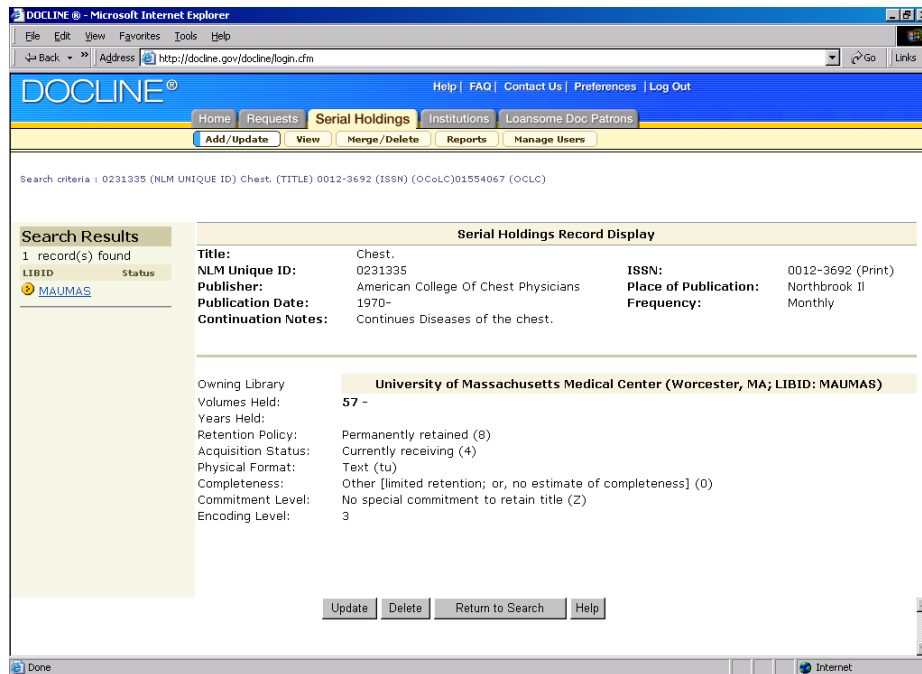
- a. Title
- b. NLM Unique ID
- c. ISSN
- d. Publisher
- e. Place of Publication
- f. Publication Date
- g. Frequency
- h. Continuation Notes

### Holdings Information:

- a. Retention Policy
- b. Acquisition Status
- c. Physical Format
- d. Completeness
- e. Commitment Level
- f. Added/Modified Date, Contact
- g. Encoding Level

## Section 3. Updating Holdings -[cont'd]

Click **Update** to view display of the entire record –



Let's look at the "holdings" information: [a.] Retention Policy; [b.] Acquisition Status; [c.] Physical Format; [d.] Completeness; [e.] Commitment Level; [f.] Added / Modified Date; [g.] Encoding Level –

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Add/Update | View | Merge/Delete | Reports | Manage Users

Search criteria : 0231335 (NLM UNIQUE ID) Chest. (TITLE) 0012-3692 (ISSN) (OCoLC)01554067 (OCLC)

---

**Serial Holdings Update**      **University of Massachusetts Medical Center (Worcester, MA; LIBID: MAUMAS)**

|                            |                                      |                              |                   |
|----------------------------|--------------------------------------|------------------------------|-------------------|
| <b>Title:</b>              | Chest.                               |                              |                   |
| <b>NLM Unique ID:</b>      | 0231335                              | <b>ISSN:</b>                 | 0012-3692 (Print) |
| <b>Publisher:</b>          | American College Of Chest Physicians | <b>Place of Publication:</b> | Northbrook IL     |
| <b>Publication Date:</b>   | 1970-                                | <b>Frequency:</b>            | Monthly           |
| <b>Continuation Notes:</b> | Continues Diseases of the chest.     |                              |                   |

---

| <b>Retention Policy:</b><br><input type="radio"/> Retained for a limited period (6) <input checked="" type="radio"/> Permanently retained (8)<br><b>Physical Format:</b><br>Text (tu)<br><b>Completeness:</b><br>Information not available or Retention is limited (U)<br><b>Commitment Level:</b><br>No special commitment to retain title (Z)<br>Added/Modified: 02-01-2000 by UCMP<br>Encoding Level: 3 | <b>Acquisition Status:</b><br><input checked="" type="radio"/> Currently receiving (4) <input type="radio"/> No longer acquiring (5)<br><b>Holdings owned:</b><br><table><thead><tr><th>Begin Volume</th><th>End Volume</th><th>Begin Year</th><th>End Year</th></tr></thead><tbody><tr><td>57</td><td></td><td></td><td></td></tr></tbody></table><br>Insert Row   Delete   Reset   Delete All   Sort | Begin Volume | End Volume | Begin Year | End Year | 57 |  |  |  |
|--|--|--------------|------------|------------|----------|----|--|--|--|
| Begin Volume   | End Volume   | Begin Year   | End Year   |            |          |    |  |  |  |
| 57   |  |              |            |            |          |    |  |  |  |

Update   Add Different Format   Return to Prev   Reset   Help

## Section 3. Updating Holdings -[cont'd]

... and for [h.] Holdings Owned, it depends on the radio button that is filled in for Retention Policy:

if the item is "Permanently retained" –

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 Add/Update | View | Merge/Delete | Reports | Manage Users

Search criteria : 0231335 (NLM UNIQUE ID) Chest. (TITLE) 0012-3692 (ISSN) (OCLC)01554067 (OCLC)

**Serial Holdings Update** University of Massachusetts Medical Center (Worcester, MA; LIBID: MAUMAS)

Title: Chest.  
 NLM Unique ID: 0231335  
 Publisher: American College Of Chest Physicians  
 Publication Date: 1970-  
 Continuation Notes: Continues Diseases of the chest.

ISSN: 0012-3692 (Print)  
 Place of Publication: Northbrook II  
 Frequency: Monthly

Retention Policy:  
☐ Retained for a limited period (6) ☒ Permanently retained (8)  
 Physical Format: Text (tu)  
 Completeness: Information not available or Retention is limited (I)  
 Commitment Level: No special commitment to retain title (Z)  
 Added/Modified: 02-01-2000 by UCMP  
 Encoding Level: 3

Acquisition Status:  
☒ Currently receiving (4) ☐ No longer acquiring (5)

Holdings owned:

| Begin Volume | End Volume | Begin Year | End Year |
|--------------|------------|------------|----------|
| 67           |            |            |          |

Insert Row | Delete | Reset | Delete All | Sort

Update | Add Different Format | Return to Prev | Reset | Help

... but if the item is "Retained for a limited period" –

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Add/Update | View | Merge/Delete | Reports | Manage Users

Search criteria : 0231335 (NLM UNIQUE ID) Chest. (TITLE) 0012-3692 (ISSN) (OCoLC)01554067 (OCLC)

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**Serial Holdings Update** University of Massachusetts Medical Center (Worcester, MA; LIBID: MAUMAS)

|                            |                                      |                              |                   |
|----------------------------|--------------------------------------|------------------------------|-------------------|
| <b>Title:</b>              | Chest.                               | <b>ISSN:</b>                 | 0012-3692 (Print) |
| <b>NLM Unique ID:</b>      | 0231335                              | <b>Place of Publication:</b> | Northbrook II     |
| <b>Publisher:</b>          | American College Of Chest Physicians | <b>Frequency:</b>            | Monthly           |
| <b>Publication Date:</b>   | 1970-                                |                              |                   |
| <b>Continuation Notes:</b> | Continues Diseases of the chest.     |                              |                   |

---

Retention Policy:  
☒ Retained for a limited period (6) ☐ Permanently retained (8)

Physical Format:  
Text (tu)

Completeness:  
Information not available or Retention is limited (U)

Commitment Level:  
No special commitment to retain title (Z)

Added/Modified: 02-01-2000 by UCMP  
Encoding Level: 3

**Holdings owned:**

Latest     
Month Year Edition

Update | Add Different Format | Return to Prev | Reset | Help

Done Internet

## Section 3. Updating Holdings -[cont'd]



### **Notes:**

- For those serial titles with issue numbers rather than volumes, you may enter issue numbers in the Volume fields.
- Use of the "Completeness" and "Commitment Level" will depend on your library's policies. Many libraries leave these fields as they are.
- You can select a Retention Policy of "Retained for a limited period" and indicate length of time the title is retained.
- For those serial titles with a *holdings gap*, click **Insert Row** to indicate non-contiguous volumes and years. There is no limit to the number of gaps you can show in your holdings.
- Changes are made in *real time* – that is, they can be viewed on the screen immediately.
- Click **Add Different Format** to indicate a different physical format for an already existing entry. Often, different formats will be assigned different ISSN numbers, and this should be reflected in the holdings. Click the the drop down arrow to view the list of formats to choose from -- 87 different formats!

## Section 3. Updating Holdings -[cont'd]

### **Buttons**

| BUTTON                     | DEFINITION  |
|----------------------------|---|
| <b>Lookup LIBID</b>        | If you do not know the exact LIBID of an institution, click on this button to search by Institution Name, City, State, and/or Region.   |
| <b>Search</b>              | <p>Searches for the bibliographic information input by the user and then searches Serial Holdings for holdings based upon the search limits.</p> <p>If 2 to 19 records are found, bibliographic information about each title is displayed and the user is able to select the appropriate record.</p> <p>If &gt;20 bibliographic records are found, an error message appears instructing the user to search LOCATORplus in order to identify a unique title.</p> |
| <b>Reset Bib Search</b>    | Removes user or system-input bibliographic searching criteria (e.g., data in the NLM Unique ID, ISSN, OCLC Number and/or Journal Title/Title Abbreviation fields.)  |
| <b>Reset Search Limits</b> | Removes user-input searching criteria from the search limits.   |
| <b>Reset All</b>           | Removes <u>all</u> user- or system-input.   |
| <b>Help</b>                | Retrieves this Help Window.   |



## Section 4. Bibliographic Information

| Bibliographic Field                     | Input Information  | MARC Field in LOCATORplus   |
|---|--|---|
| <b>NLM Unique ID</b>                    | <p>Input the NLM Unique ID<br/> <del>-or-</del> the former Title Control Number (TCN)</p> <p>[For TCNs, you do not need to input the trailing zeroes.]<br/> (ex. N14600000 can be input as N146 and the system will add the trailing zeroes; however, SR0000012 would have to be input in its entirety since it does not end in a zero.)</p> | <p>NLM Unique ID = 035 subfield 9</p> <p>Title Control Number (TCN) = 035 subfield "a" between the (DNLM) and the (s)</p>   |
| <b>ISSN</b>                             | Input the ISSN with or without a hyphen (-).   | ISSN = 022 subfield "a"   |
| <b>OCLC Number</b>                      | Input all eight digits of the OCLC Number (ex. 01800249 not 1800249)   | <p>OCLC Number = 035 subfield "a" after the (OcoLC)</p> <p>[Not all bibliographic records have an OCLC number.]</p>   |
| <b>Journal Title/Title Abbreviation</b> | Input the full Journal Title or the full Journal Title Abbreviation  | <p>Journal Title = The title that appears in Serial Holdings is created from various fields in the MARC record:</p> <p>If a Uniform Title (130) is present without a subfield "l" (the letter "l"), the title is the 130.</p> <p>Otherwise, the title comes from the 245 subfield "a, b, c, h, n," and "p" followed by a space followed by the subfields of the Corporate Name (110) or Conference Name (111), if they exist.</p> <p>Journal Title Abbreviation = 210 subfield "a" with a subfield "2 DNLM"</p> <p>Not all serials have a Journal Title Abbreviation.</p> |

## Section 5. Search Limits

| Search Limits Field   | Action  |
|-----------------------|---|
| <b>Region</b>         | To limit the search to holdings in a specific region:<br>Click the checkbox in front of Region.<br>The Regional Selection window displays.<br>Click anywhere on the line for your first selection.<br>Hold down <b>Control (Ctrl)</b> key while clicking additional selections.<br>Click <b>Apply</b> .   |
| <b>State/Province</b> | To limit the search to holdings in a specific U.S. state or Canadian province:<br>Click the checkbox in front of State/Province.<br>The State/Province Selection window displays.<br>Click anywhere on the line for your first selection.<br>Hold down <b>Control (Ctrl)</b> key while clicking additional selections.<br>Click <b>Apply</b> .          |
| <b>Library Group</b>  | To limit the search to holdings in a specific library group:<br>Click the checkbox in front of Library Group.<br>The Library Group Selection window displays.<br>Click anywhere on the line for your first selection.<br>Hold down <b>Control (Ctrl)</b> key while clicking additional selections.<br>Click <b>Apply</b> .                              |
| <b>My Library</b>     | By default for <b>Update/Add</b> , the <b>My Library</b> checkbox is checked when the search screen displays. If you do not wish to update, add, or display holdings for your library, click <b>My Library</b> checkbox and it will be deselected.<br>By default for View, the <b>My Library</b> checkbox is unchecked when the search screen displays. |
| <b>LIBID</b>          | To limit the search to holdings in a specific library or libraries:<br>input up to 10 LIBIDs in the appropriate spaces.<br>If you have the appropriate authorizations, you will have an option to add holdings for libraries for which holdings do not already exist.<br>LIBIDs can be identified by clicking <b>Lookup LIBID</b> .                     |

|                        |  |
|------------------------|--|
| <b>Volume(s) Owned</b> | To limit the search to holdings which contain a specific volume or range of volumes: input the volume or range of volumes in the appropriate space(s). The results will display only holdings that contain the volume or range of volumes specified. |
| <b>Year(s) Owned</b>   | To limit the search to holdings that contain a specific year or range of years: input the year or range of years in the appropriate space(s). The results will display only holdings that contain the year or range of years specified.              |

## Section 5. Search Limits

-[cont'd]



### **Notes:**

- The LIBID is a six-character code that consists of the two-letter state or Canadian province abbreviation, a "U" for U.S. or a "C" for Canada, and three alphabetic characters.
- Library Groups consist of eleven or more related libraries that cannot be identified in any other way (e.g., All DOCLINE libraries in Iowa would **not** be a Library Group since a search can be limited by State.)
- Library Groups are established by NLM. Any additions or changes to Library Groups must be submitted to Regional DOCLINE Coordinators who will review the request prior to submitting it to NLM.
- If you have the appropriate authorization, you will have an option to add holdings for libraries from the library group for which holdings do not already exist.

## Section 6. Adding a Record to Serial Holdings

DOCLINE Serial Holdings contains the holdings data for over 3,000 medical libraries across the United States, Canada, and Mexico.

### **Serial Holdings Tab**

The Serial Holdings *Add/Update* screen appears when the **Serial Holdings** menu option is clicked, followed by clicking the **Add/Update** function. The "Serial Holdings Search" tab allows the user to input Bibliographic Search information for a serial and limit the holdings retrieval by: specific region; U.S. state; Canadian province; library group; a specific library; holdings for a specific volume; a range of volumes; a specific year; or range of years.

By default the **My Library** checkbox is checked, so that the user can add or update their own library by adding the bibliographic search information and clicking **Search**.

### **Entering Search Information**

Enter search criteria if you have any of the following bibliographic information:

- NLM Unique ID
- former title control number (TCN)
- ISSN
- OCLC Number
- journal title
- journal title abbreviation

To add a title, enter the Journal Title, Title Abbreviation, UI, ISSN or OCLC number and click **Search**. The **My Library** checkbox is checked off as a default search limit.

The *Add Holdings* screen automatically displays. Complete holdings information and acquisition status must be completed to add the journal title. Click **Add** to record the addition.



### **Notes:**

- Search LOCATORplus if: [a.] you do not have one of the above search criteria; [b.] you're unable to remember the title; [c.] your search retrieves >20 bibliographic records.
- For Permanently Retained, gaps are indicated by separate rows (occurrences).
- DOCLINE Serial Holdings contains information about your library's **Level 3** serial holdings.



## Section 6. Adding a Record to Serial Holdings -[cont'd]

### Add Holding for record found in LOCATORplus



**Example:** Let's see if our library has a serial holding for "JAMA" –

The *Serial Holdings Add* screen appears when: [a.] a user clicks on **Add** from the *Record Display* screen; [b.] when no records are found that match the Library Group; **-or-** [c.] a LIBID search is in effect and the user has the rights to add holdings.



#### **Notes:**

- You will only be able to add records for libraries for which you have update rights.
- Rights are determined by Serial Holdings authorizations that are established by your Regional DOCLINE Coordinator, at the time accounts are created.

| DATA DISPLAYED                       | DESCRIPTION  |
|--------------------------------------|--|
| <b>Search Criteria</b>               | Bibliographic search information input followed by the field name in parentheses.  |
| <b>Search Limits in Effect</b>       | Serial Holdings search limits selected or input by the user followed by the field name in parentheses.   |
| <b>Owning Library Name</b>           | The library's name. The name is taken from the "Document Delivery Institution" field in the Institution record.  |
| <b>Owning Library City</b>           | The library's city. The city is taken from the "Document Delivery City" field in the Institution record.   |
| <b>Owning Library State/Province</b> | The library's state or province code. The U.S. state or Canadian province code is taken from the "Document Delivery State/Province" field in the Institution record. |
| <b>Owning Library LIBID</b>          | The library's LIBID.   |

## Section 6. Adding a Record to Serial Holdings -[cont'd]

### Add a record not found in LOCATORplus



**Example:** Let's ADD a new serial holding – "*BabyTalk.com*" – but before we check our own holdings, we should first establish if the National Library of Medicine has created a serial holding (i.e., bibliographic record) for the specific title.

**HOLDINGS CANNOT BE ENTERED INTO DOCLINE UNTIL A BIBLIOGRAPHIC RECORD HAS BEEN ADDED TO LOCATORplus,**

The screenshot shows the DOCLINE web interface in a Microsoft Internet Explorer browser window. The address bar shows the URL <http://docline.gov/docline/login.cfm>. The page has a blue header with the DOCLINE logo and navigation links: Home, Requests, Serial Holdings, Institutions, Loansome Doc Patrons. Below the header is a yellow bar with buttons: Add/Update, View, Reports. The main content area has a blue bar with tabs: Serial Holdings, LOCATORplus. Below this is a blue bar with the text "Bibliographic Search". The form contains the following fields and options:

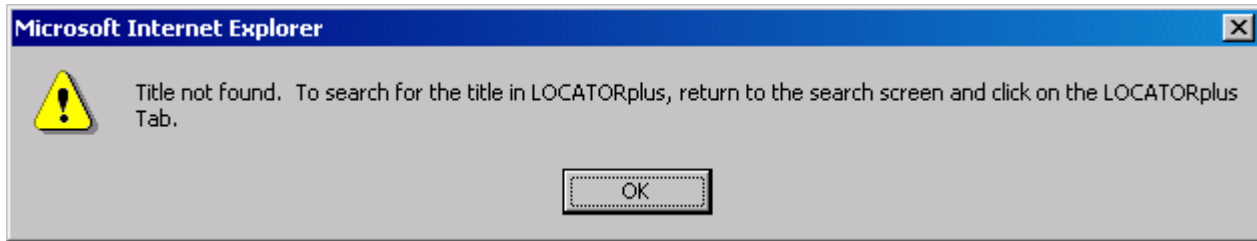
- NLM Unique ID: [text box]
- ISSN: [text box]
- OCLC Number: [text box]
- Journal Title / Title Abbreviation: [text box containing "babytalk.com"]
- Search Limits section with checkboxes and dropdowns:
  - ☐ Region [AND] ☐ State/Province [AND] ☐ Library Group [OR] ☒ My Library
  - ☐ Input LIBID (up to 10): [text box] [LookUp LIBID button]
  - Volume(s) Owned [text box] to [text box] Year(s) Owned [text box] to [text box]

At the bottom of the form are buttons: Search, Reset Bib Search, Reset Search Limits, Reset All, Help.



## Section 6. Adding a Record to Serial Holdings -[cont'd]

### **Add a record not found in LOCATORplus**



Link to NLM Web Site to display Policy Statement on the Addition of Non-NLM Titles to the NLM LOCATORplus Database for DOCLINE Reporting:

[http://www.nlm.nih.gov/tsd/serials/nlm\\_locatorplus\\_add\\_mod\\_for\\_serhold.html](http://www.nlm.nih.gov/tsd/serials/nlm_locatorplus_add_mod_for_serhold.html)

Link to the NLM LOCATORplus Bibliographic Data Addition/Modification Form:

[http://www.nlm.nih.gov/tsd/serials/nlm\\_bib\\_add\\_mod\\_form.html](http://www.nlm.nih.gov/tsd/serials/nlm_bib_add_mod_form.html)

The screenshot shows a web browser window titled "NLM LOCATORplus Bibliographic Data Addition/Modification Form - Microsoft Internet Explorer". The address bar shows the URL "http://www.nlm.nih.gov/tsd/serials/nlm\_bib\_add\_mod\_form.html". The page features the National Library of Medicine (NLM) logo and navigation links: "Contact NLM", "Site Index", "Search Our Web Site", and "NLM Home". Below these are links for "Health Information", "Library Services", "Research Programs", "New & Noteworthy", and "General Information".

### NLM LOCATORplus Bibliographic Data Addition/Modification Form

**Submission of Titles for use in DOCLINE**

Serials will be added to LOCATORplus if they are substantive journals which are currently offered on interlibrary loan by biomedical institutions to support biomedicine, health care delivery, research, education, and management. For further details, see NLM's [Policy Statement on the Addition of Non-NLM Titles to the NLM LOCATORplus Database for DOCLINE Reporting](#).

Titles reported to NLM for addition to or modification of bibliographic data in NLM LOCATORplus must be accompanied by proper bibliographic documentation such as OCLC, RLIN, or LC records (if available), or a photocopy of the title page and cover of the journal in question if no bibliographic record is available. Use the following form to request additions or changes to bibliographic data in LOCATORplus. Please use one form for each title.

---

**NLM LOCATORplus Bibliographic Data Addition/Modification Form**

Date: \_\_\_\_\_

TO: Lydia Luh

Cataloging Section

8600 Rockville Pike

Room 1N08, Stop 13

National Library of Medicine

Bethesda, MD 20894

http://www.nlm.nih.gov/tsd/serials/nlm\_locatorplus\_add\_mod\_for\_serhold.html

## Section 7. How to Search Serial Holdings

Serial Holdings contains the holdings data for over 3,000 medical libraries across the United States, Canada, and Mexico.

### **Serial Holdings Tab**

The *Serial Holdings Search/View* screen appears when the **Serial Holdings** menu option is clicked and, followed by clicking the **Search/View** function. The "Serial Holdings Search" tab allows the user to input Bibliographic Search information for a serial and limit the holdings retrieval by specific region, state or province, library group, or library, as well as holdings for a specific volume, range of volumes, year, or range of years. To view holdings for their library, users should enter the bibliographic search information, click **My Library** checkbox, and click **Search**.

### **Entering Search Information**

Enter the bibliographic information in the appropriate space if you have the specific:

- NLM Unique ID or former title control number (TCN); or,
- ISSN; or,
- OCLC Number; or,
- journal title or journal title abbreviation

Search LOCATORplus if: [a.] you do not have one of the above search criteria; [b.] unable to find the title; or [c.] if a search retrieves more than twenty bibliographic records.

### **LOCATORplus Tab**

The "LOCATORplus" tab takes you to the Web version of NLM's Online Public Access Catalog, LOCATORplus. Search LOCATORplus when you do not have specific bibliographic information (such as an NLM Unique ID or title) with which to search Serial Holdings **—or—** if your search retrieves more than twenty bibliographic records.

| STEP | ACTION: Search LOCATORPlus   |
|------|--|
| 1    | Click "LOCATORplus" tab to search NLM's online public access catalog (OPAC)  |
| 2    | Search LOCATORplus and select the appropriate bibliographic record.<br>Once you are in a single bibliographic record, the <b>Back to DOCLINE</b> button changes to <b>Return to DOCLINE Search</b> button. |
| 3    | Click <b>Return to DOCLINE Search</b> . The NLM Unique ID and journal title will automatically appear on the <i>Serial Holdings Search</i> screen.   |

## Section 7. How to Search Serial Holdings -[cont'd]

### **Search Limits**

Serial Holdings will display up to 100 holdings records. You can limit holdings retrieval by the following Search Limits:

- Region
- State/Province
- Library Group
- LIBID
- My Library
- Volume(s) Owned
- Year(s) Owned

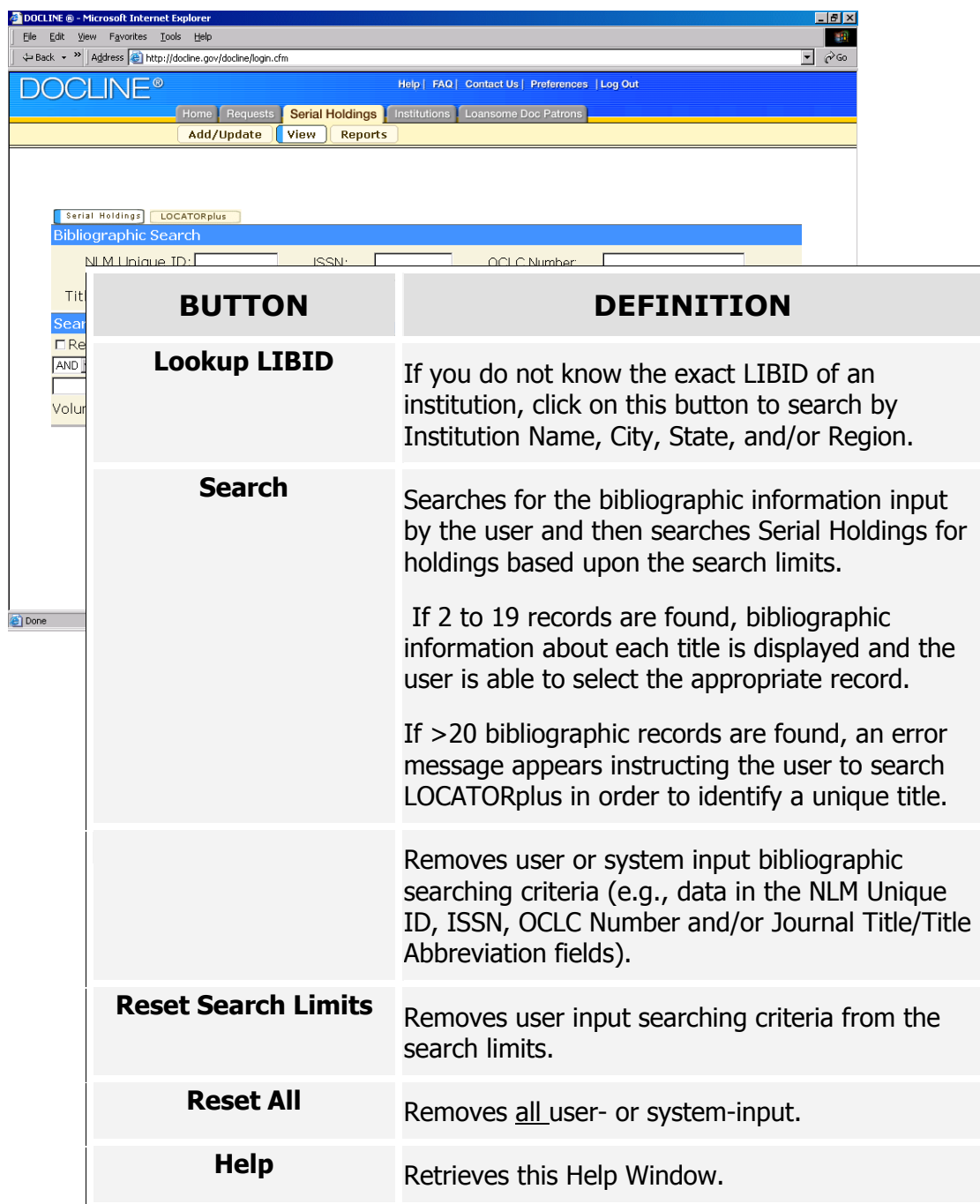
### **And/Or Boxes**

To combine search limits, select "AND" or "OR" to link the search limits. "AND" is the default for all fields except **My Library**.



#### **Note:**

You cannot search both Region "AND" "OR" State/Province. Select the appropriate state/province instead.



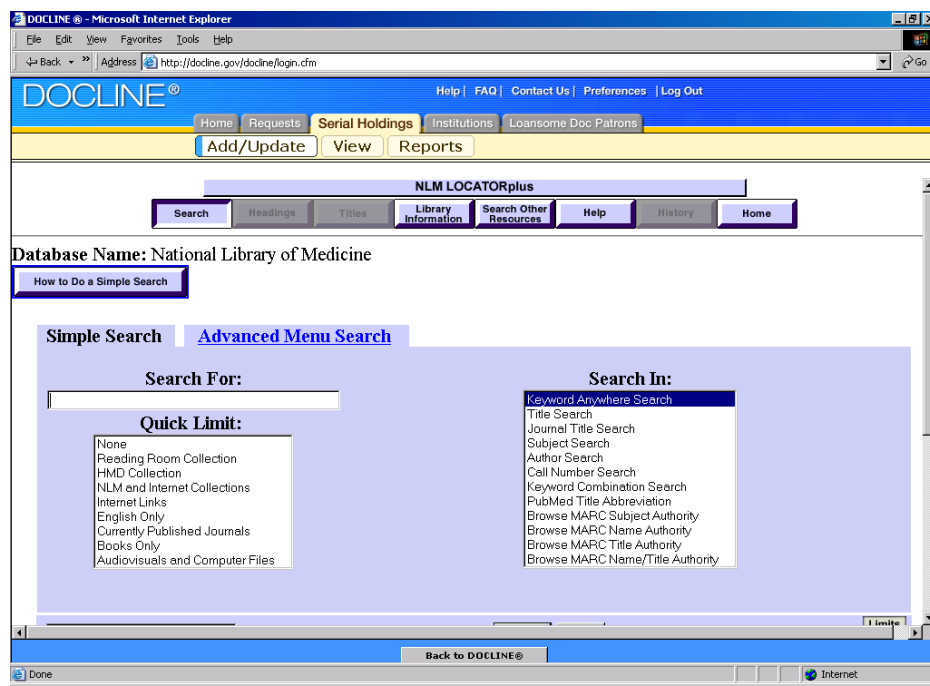
| BUTTON                     | DEFINITION  |
|----------------------------|---|
| <b>Look up LIBID</b>       | If you do not know the exact LIBID of an institution, click on this button to search by Institution Name, City, State, and/or Region.   |
| <b>Search</b>              | Searches for the bibliographic information input by the user and then searches Serial Holdings for holdings based upon the search limits.<br><br>If 2 to 19 records are found, bibliographic information about each title is displayed and the user is able to select the appropriate record.<br><br>If >20 bibliographic records are found, an error message appears instructing the user to search LOCATORplus in order to identify a unique title. |
| <b>Reset Search Limits</b> | Removes user or system input bibliographic searching criteria (e.g., data in the NLM Unique ID, ISSN, OCLC Number and/or Journal Title/Title Abbreviation fields).  |
| <b>Reset All</b>           | Removes <u>all</u> user- or system-input.   |
| <b>Help</b>                | Retrieves this Help Window.   |

## Section 7. How to Search Serial Holdings -[cont'd]

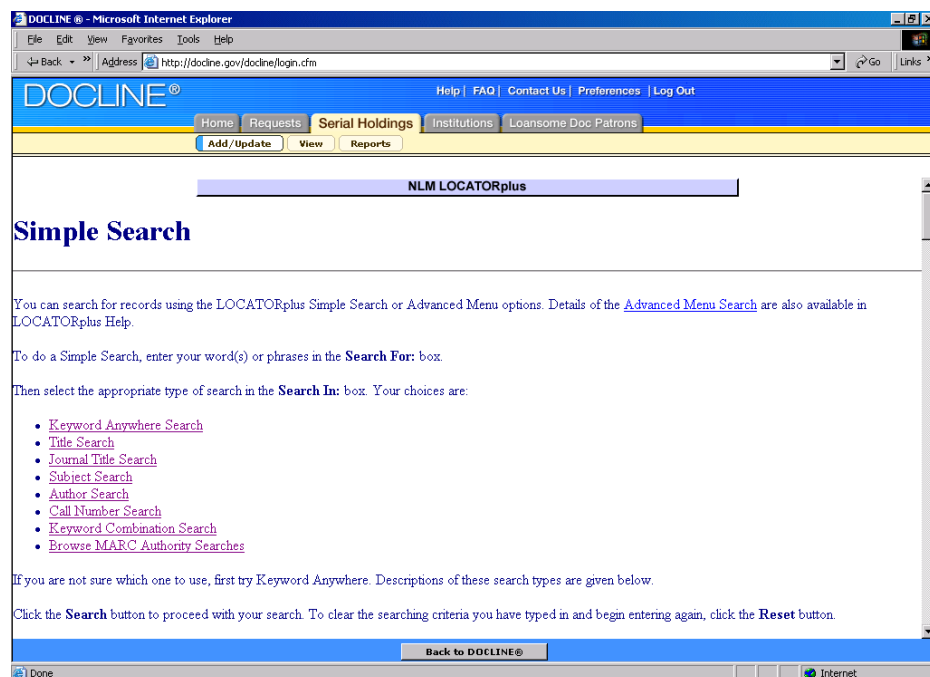
### Buttons

## Section 7. How to Search Serial Holdings -[cont'd]

- **Note:** If you don't know how to search LOCATORplus, click **HELP** –



There's a list of page links under the "simple Search" header to choose from –



## Section 7. How to Search Serial Holdings -[cont'd]



**Example:** Let's check FreeShare libraries in N.E. on holdings for a journal titled "***Chest***" -

First, let's search LOCATORplus for Journal Title "*Chest*" -

DOCLINE 2.0 - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://docline.gov/docline/login.cfm

DOCLINE® Help | FAQ | Contact Us | Preferences | Log Out

Home Requests Serial Holdings Institutions Loansome Doc Patrons

Add/Update View Merge/Delete Reports Manage Users

NLM LOCATORplus

Search Readings Titles Library Information Search Other Resources Help History Home

Database Name: National Library of Medicine

How to Do a Simple Search

Simple Search Advanced Menu Search

Search For: Chest

Quick Limit:

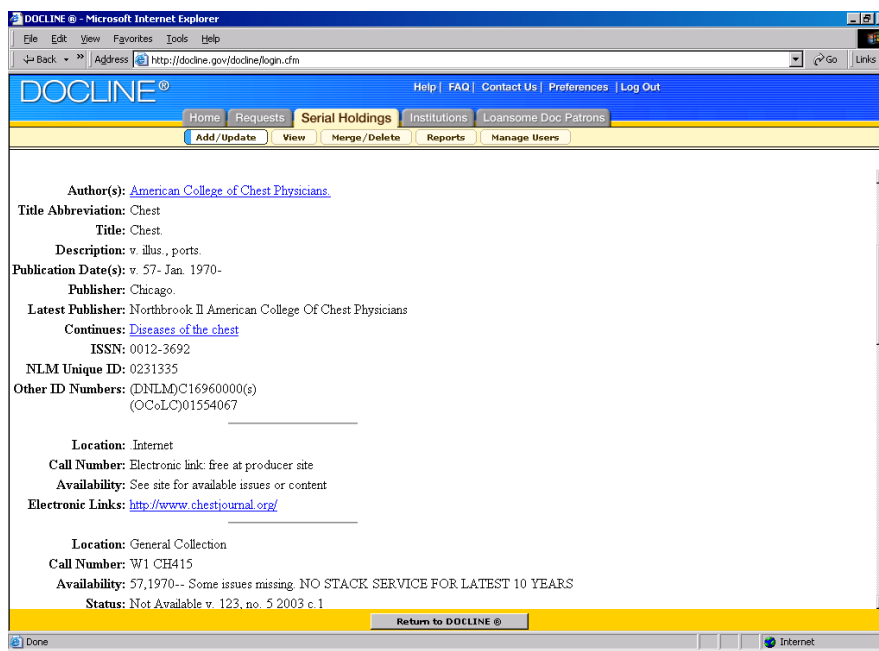
- None
- Reading Room Collection
- HMD Collection
- NLM and Internet Collections
- Internet Links
- English Only
- Currently Published Journals
- Books Only
- Audiovisuals and Computer Files

Search In:

- Keyword Anywhere Search
- Title Search
- Journal Title Search
- Subject Search
- Author Search
- Call Number Search
- Keyword Combination Search
- PubMed Title Abbreviation
- Browse MARC Subject Authority
- Browse MARC Name Authority
- Browse MARC Title Authority
- Browse MARC Name/Title Authority

Back to DOCLINE®

We have success in locating the bibliographic record within NLM's OPAC -





## Section 7. How to Search Serial Holdings -[cont'd]

Now we click Return to DOCLINE, which automatically ports relevant bibliographic data back into the search –

The screenshot shows the DOCLINE web interface in a Microsoft Internet Explorer browser window. The address bar shows <http://docline.gov/docline/login.cfm>. The page has a blue header with the DOCLINE logo and navigation links: Home, Requests, Serial Holdings (selected), Institutions, Loansome Doc Patrons. Below the header is a yellow bar with buttons: Add/Update, View, Merge/Delete, Reports, Manage Users. The main content area has a blue bar for "Bibliographic Search" and a yellow bar for "Search Limits".

**Bibliographic Search**

NLM Unique ID:  ISSN:  OCLC Number:

Journal Title / Title Abbreviation:

**Search Limits**

☐ Region ☐ State/Province ☐ Library Group ☒ My Library

AND

Volume(s) Owned  to  Year(s) Owned  to

Buttons at the bottom: Search, Reset Bib Search, Reset Search Limits, Reset All, Help.

Now for Search Limits, we'll check off Region and Library Group boxes, followed by selection of "08 – New England Region" and "FreeShare" from the drop-down lists –

The image shows two side-by-side dialog boxes from the DOCLINE application.

**Region SERHOLD Search Limit - Microsoft...**

Select one or more Regions and then click the APPLY button. Your selection(s) will be added to the SERHOLD Search Limit.

- 01 (Middle Atlantic Region)
- 02 (Southeastern/Atlantic Region)
- 03 (Greater Midwest Region)
- 04 (Midcontinental Region)
- 05 (South Central Region)
- 06 (Pacific Northwest Region)
- 07 (Pacific Southwest Region)
- 08 (New England Region)**
- 20 (Canada)
- 21 (Mexico)

Buttons: Apply, Reset, Cancel, Help.

**Library Group SERHOLD Search Limit - ...**

Select one or more Library Groups and then click the APPLY button. Your selection(s) will be added to the SERHOLD Search Limit.

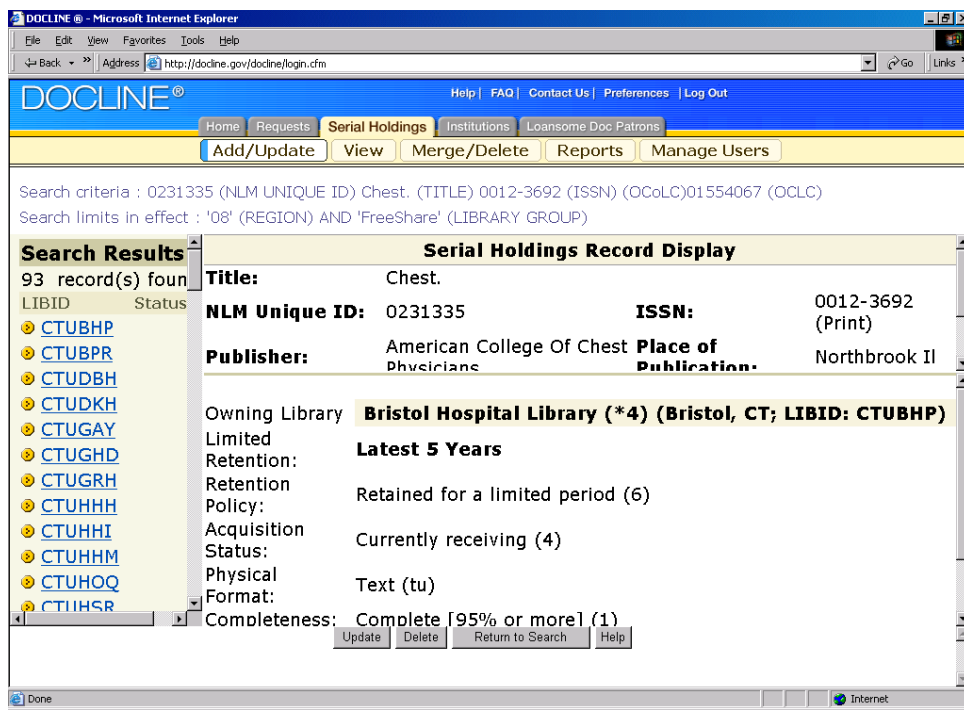
- FAC: Fayetteville, North Carolina AHEC
- FEDLINK: Federal Library and Information Net
- FreeShare: Free Reciprocal Interlibrary Loan U**
- FRVALC: Fox River Valley Area Library Cons
- FVC: Fox Valley Consortium
- GalN: Georgia Interactive Network for Medical
- GBSRQ: Groupe Biblio-Sante de la Region de
- GOAL: Greater Oklahoma Area Health Scienc
- HICALIB: HCA Health Information Centers
- HealthLI: HealthLINE Consortium
- HHSLC: Health and Human Services Libraries
- HILNNEP: Health Information Library Network

Buttons: Apply, Reset, Cancel, Help.



## Section 7. How to Search Serial Holdings -[cont'd]

Click Search and we end up with 93 results –



Click on the LIBID blue page links (in left column) to view display of holdings information (below) for each record .

## Section 8. Bibliographic Record Selection

When between 2 and 20 bibliographic records match input search criteria, the *Bibliographic Record Selection* screen appears. If more than 20 bibliographic records match the user input search criteria, an error message will display instructing the user to search LOCATORplus to find the appropriate serial.

| STEP | ACTION: Search LOCATORplus   |
|------|--|
| 1    | Review the bibliographic information provided.   |
| 2    | Select the appropriate record by clicking the hyperlinked title.   |
| 3    | If you cannot determine which is the correct title:<br>a.) Click <b>Return</b><br>b.) Click <b>LOCATORplus</b> to search the OPAC and the view bibliographic record. |

| DATA DISPLAYED                   | DESCRIPTION   |
|----------------------------------|---|
| <b>Search Criteria</b>           | Bibliographic search information input followed by the field name in parentheses.                         |
| <b>Search Limits in Effect</b>   | Serial Holdings search limits selected or input by the user followed by the field name in parentheses.    |
| <b>Bibliographic information</b> | Title, Place of Publication, Publisher, Publication Date, and ISSN display from the bibliographic record. |

### Buttons

| BUTTON        | DEFINITION                                       |
|---------------|--|
| <b>Return</b> | Returns to <i>Serial Holdings Search</i> screen. |
| <b>Help</b>   | Retrieves this Help Window.                      |

## Section 9. Serial Holdings Lookup LIBID

The *LookUp LIBID* screen appears when you click **LookUp LIBID** on the *Serial Holdings Add/Update —or— View* screen. The LIBID, Institution, and City display in order by LIBID for records that match user input.

| FIELD                 | INPUT  | RETRIEVAL  |
|-----------------------|--|--|
| <b>Institution</b>    | Input the name of the Institution.                             | The Institution field (taken from the Document Delivery Institution on the Address section of the Institution record) is searched and all records matching the user input are displayed. Matches are defined on a left-anchored, character-by-character basis. Thus, if the user inputs "Medical", only those institutions that start with "Medical" would be displayed. |
| <b>City</b>           | Input the city where the institution is located.               | The City field (taken from the Document Delivery City on the Address section of the Institution record) is searched and all records matching the user input are displayed. Matches are defined on a left-anchored, character-by-character basis. Thus, if the user inputs "Park", only those institutions that start with "Park" would be displayed.                     |
| <b>State/Province</b> | Select the appropriate state/province from the drop-down list. | The State/Province field (taken from the Document Delivery State/Province (U.S. or Canada) on the Address section of the Institution record) is searched and all records matching the user input are displayed.  |
| <b>Region</b>         | Select the appropriate region from the drop-down list.         | The Region code field (taken from the Region code on the NN/LM part of the Membership section of the Institution record) is searched and all records matching the user input are displayed.  |

**Section 9. Serial Holdings Lookup LIBID -[cont'd]**

| BUTTON                | DEFINITION   |
|-----------------------|--|
| <b>Get LIBID List</b> | Searches Institutions for the input information:<br>→ If records are found: LIBID, Institution, and City display.<br>→ If no matching records found: error message is displayed.                   |
| <b>Reset</b>          | Removes <u>all</u> user input searching criteria.  |
| <b>Close</b>          | Closes the "LookUp LIBID" window and returns user to the <i>Serial Holdings Add/Update</i> <del>—or—</del> <i>View</i> screen.   |
| <b>Help</b>           | Retrieves this Help Window.  |
| <b>Apply</b>          | This button appears after clicking <b>GET LIBID LIST</b> . Adds user-selected LIBID(s) to the Search Limits. Only holdings records that match the Serial Holdings search limits will be displayed. |

## Section 10. Serial Holdings Record Display

The *Serial Holdings Record Display* screen appears after the system performed a Serial Holdings search and retrieved one bibliographic record and *1 to 100* holdings records. You may view holdings and (with proper authorization) proceed to add, update, or delete holdings from this screen.

## Section 11. Serial Holdings Record Update

The *Serial Holdings Record Update* screen appears when a user clicks **Update** from the *Record Display* screen. You will only be able to update records that you have been authorized to update. Rights are determined by Serial Holdings authorizations that are established by the Regional DOCLINE Coordinator.

| DATA DISPLAYED                       | DESCRIPTION   |
|--------------------------------------|---|
| <b>Search Criteria</b>               | Bibliographic search information input followed by the field name in parentheses.   |
| <b>Search Limits in Effect</b>       | Serial Holdings search limits selected or input by the user followed by the field name in parentheses.  |
| <b>Owning Library Name</b>           | The library's name. The name is taken from the Document Delivery Institution field in the Address section of the Institution record.  |
| <b>Owning Library City</b>           | The library's city. The city is taken from the Document Delivery City field in the Address section of the Institution record.   |
| <b>Owning Library State/Province</b> | The library's U.S. state or Canadian province code. The state or province code is taken from the Document Delivery State/Province field in the Address section of the Institution record. |
| <b>Owning Library LIBID</b>          | The library's LIBID.  |

## Section 11. Serial Holdings Record Update -[cont'd]

The bibliographic information for holdings that displays consists of:

- a. Journal Title
- b. NLM Unique ID
- c. ISSN
- d. Publisher
- e. Place of Publication
- f. Publication Dates
- g. Frequency
- h. Continuation Notes (if no notes exist, this field will not display)

The holdings information that displays consists of:

- a. Owning Library
- b. Encoding Level
- c. Retention Policy
- d. Physical Format
- e. Completeness
- f. Commitment Level
- g. Date Last Added or Modified
- h. Acquisition Status
- i. Holdings Owned

### Buttons (for Permanently Retained Holdings Information)

| BUTTON                  | DEFINITION  |
|-------------------------|---|
| <b>Insert Row</b>       | Adds another holdings row (occurrence).   |
| <b>Delete</b>           | Deletes the holdings row (occurrence) that the cursor is in.                      |
| <b>Reset</b>            | Clears changes within the holdings and returns the holdings to the original form. |
| <b>Delete All</b>       | Deletes all holdings rows (occurrences).  |
| <b>Sort</b>             | Sorts the holdings rows (occurrences) by years and then by volumes.               |
| <b>Update</b>           | Saves the changes to the holdings record.   |
| <b>Return to Search</b> | Cancels the changes and returns the user to the <i>Record Display</i> screen.     |
| <b>Reset</b>            | Removes <u>all</u> user input.  |



**Help**

Retrieves this Help Window.

## Section 12. Serial Holdings Region Search Limit

The *Regional Search Limit* screen appears when you click the checkbox in front of the Region Search Limit on the *Serial Holdings Add/Update* or *Search* screen. The Region Number and the Region Name display in order by Region Number. The list is alphabetical by Region Number. Your search will be limited by the Regions that you select on this screen.

| DATA DISPLAYED       | DESCRIPTION  |
|----------------------|--|
| <b>Region Number</b> | The number assigned to the Region by the National Network of Libraries of Medicine.      |
| <b>Region Name</b>   | The region name assigned to the Region by the National Network of Libraries of Medicine. |

| REGION NUMBER | REGION NAME           | US STATES /<br>CANADIAN PROVINCE CODES                 |
|---------------|-----------------------|--|
| 01            | Middle Atlantic       | AE, DE, NJ, NY, PA                                     |
| 02            | Southeastern/Atlantic | AA, AL, FL, DC, GA, MD, MS, NC, SC, PR, TN, VA, VI, WV |
| 03            | Greater Midwest       | IA, IL, IN, KY, MI, MN, ND, OH, SD, WI                 |
| 04            | Midcontinental        | CO, KS, MO, NE, UT, WY                                 |
| 05            | South Central         | AR, LA, NM, OK, TX                                     |
| 06            | Pacific Northwest     | AK, ID, MT, OR, WA                                     |
| 07            | Pacific Southwest     | AP, AZ, CA, GU, HI, NV                                 |
| 08            | New England           | CT, MA, ME, NH, RI, VT                                 |
| 20            | Canada                | AB, BC, MB, NB, NF, NS, NT, NU, ON, PE, PQ, SK         |
| 21            | Mexico                |  |

## Section 13. Serial Holdings State/Province Search Limit

The *State/Province Search Limit* screen appears when you click the checkbox in front of the State/Province search limit on the *Serial Holdings Add/Update* or *View* screen. The Name and Code for the U.S. State, Canadian Province, U.S. Territory, or Armed Forces Postal Code display. The list is alphabetical by U.S. State/Canadian Province Name. Your search will be limited by your selection(s).

## Section 14. Serial Holdings Library Group Search Limit

The *Library Groups Search Limit* screen displays when you click the checkbox in front of the Library Groups Search Limit on the *Serial Holdings Add/Update* or *View* screen. The Library Group Code and the Library Group Name display alphabetically by Library Group Code. The list is alphabetical by Library Group Code. Your search will be limited by the Library Groups that you select on this screen.

Library Groups consist of eleven or more related libraries that cannot be identified in any other way (e.g., "All DOCLINE libraries in Maryland" would **not** be considered a Library Group since a search can be limited by State.) Library Groups are established by NLM. Any additions or changes to Library Groups must be submitted to your Regional DOCLINE Coordinator who will review the request prior to submitting it to NLM.

## Section 15. Serial Holdings View Record Display

The *Serial Holdings Record Display* screen appears after the system performed a Serial Holdings search and retrieved one bibliographic record and one to 100 holdings records. You may view holdings, and, with the proper authorizations, proceed to add, update, or delete holdings from this screen.

## Section 16. Serial Holdings Reports Overview

### **Individual Library Reports (Holdings by Library, Holdings Not Updated within One Year, Holdings Outside of Publication Date, Level 2 Holdings, NLM Serial Title Changes)**

Each user with Serial Holdings update rights can submit these reports.

- These reports will be current as of the time that they are run.
- When the user clicks **Submit**, the following happens:
  - The report is placed into a queue. Reports in the queue are run in order. The report should be available the following day unless there are a large number of reports that precede it in the queue.
  - When the report is ready, the user will see a Serial Holdings Report Ready message in the DOCLINE message area. The message area displays when the user initially logs into DOCLINE; from within DOCLINE, the user can display messages at any time by clicking on the Home option on the DOCLINE menu bar. Once the report has been viewed, the message will disappear from the DOCLINE message area.
- Each report will be deleted from the DOCLINE system one week after it has been created even if the report has not been viewed.
- Report fields with more than 255 characters will be truncated to 255 characters. For instance, if the title is 260 characters, only the first 255 will be included in the report.

## Section 17. Reviewing/Cancelling Submitted Reports

The *Review/Cancel Submitted Reports* screen appears when the user clicks on the Review/Cancel Submitted Reports hyperlink that is listed on the left side of the screen under the Submit Reports header. This screen displays all reports that have been submitted by the user and are pending or are running. The name of the report, the date it was requested, and the status of the report are displayed. The user can cancel pending reports. Reports that have started running cannot be cancelled.

## Section 18. NLM Serial Title Changes Report

This report identifies new records that were created by NLM and have not been updated by the library. The user can choose to find records in the last 1 month, 3 months, or 6 months. Each evening a program runs that identifies title changes for that day. Based upon beginning publication date, ending publication date, and holdings within Serial Holdings, new holdings records are created for the new title. It is up to each library to close holdings for the old titles and verify the holdings for the new titles. For more information on title changes and how they affect holdings within Serial Holdings, *see the Serial Holdings FAQ*.

A user can produce this report for any library for which he/she has update rights, a library group to which he/she belongs, or for his/her own state or province. For Serial Holdings Coordinators who have rights to more than one state/province, multiple states or provinces will display. Multiple Libraries, Library Groups and/or State/Provinces cannot be selected. Regional DOCLINE Coordinators can produce this report for their region.

The report is sorted by LIBID and then by Title. The fields displayed are: Library Name, City, State/Province, LIBID, Title, NLM Unique ID, ISSN, Publisher, Place of Publication, Publication Date, Frequency, Continuation Notes, Holdings, Retention Policy, and Acquisition Status . Any fields that have no data will not display.

- **Note:**

- For Procedures submitting an "NLM Serial Title Changes" Report, see DOCLINE.
- Each user with Serial Holdings update rights can submit these reports.
- These reports will be current as of the time that they are run.
- Reports are accessible ONLY to the user that submits them (e.g., if I submit a report when I am logged in with USERID XXX61, I must log in as USERID XXX61 in order to retrieve the report).
- If a second report of the same type (ex. Holdings by Library) for the same library is requested by the same user, the first report will be replaced by the second report.
- Report fields with more than 255 characters will be truncated to 255 characters. If, for instance, the title is 260 characters, only the first 255 will be included in the report.

## Section 19. Serial Holdings by Library Report

This report lists the holdings for an individual library. A user can produce a holdings report for any library for which they have rights to update holdings. The report can be formatted in either a *standard* (viewable/printable) ~~—or—~~ *delimited* (save to a database) format. The user can accept the fields that are selected by default or add additional fields to display in the report. This report is sorted by Title.

- **Note:**

- For Procedures submitting an "NLM Serial Title Changes" Report, see DOCLINE.
- Each user with Serial Holdings update rights can submit these reports.
- These reports will be current as of the time that they are run.
- Reports are accessible ONLY to the user that submits them (e.g., if I submit a report when I am logged in with USERID XXX61, I must log in as USERID XXX61 in order to retrieve the report).
- If a second report of the same type (ex. Holdings by Library) for the same library is requested by the same user, the first report will be replaced by the second report.
- Report fields with more than 255 characters will be truncated to 255 characters. If, for instance, the title is 260 characters, only the first 255 will be included in the report.

## Section 20. Serial Holdings Outside of Pubn Date Report

This report lists holdings that fall outside of the publication date range listed in the bibliographic record that is located in LOCATORplus. In MARC, the beginning date is the 008 at the 7th through 10th positions and the ending date is the 008 at the 11th through 14th positions

- **Note:**

- In MARC, the positions for the 008 start at 0). For example, if the bibliographic record said that the serial was published from 1980 to 1995 and the library reported holdings for 1963 to 1990, that holding would appear on this report.

## Section 20. Outside of Pubn Date Report -[cont'd]

A user can produce this report for any library for they have update rights, a library group to which they belong, or for their own state or province. For Serial Holdings Coordinators who have rights to more than one state/province, multiple states or provinces will display. Multiple Libraries, Library Groups, and/or State/Provinces cannot be selected. Regional DOCLINE Coordinators can produce this report for their region.

The report is sorted by LIBID and then by Title. The fields displayed are: Library Name, City, State/Province, LIBID, Title, NLM Unique ID, ISSN, Publisher, Place of Publication, Publication Date, Frequency, Continuation Notes, Holdings, Retention Policy, and Acquisition Status. Any fields that have no data will not display.

- **Notes**

- Each user with Serial Holdings update rights can submit these reports.
- These reports will be current as of the time that they are run.
- Reports are accessible ONLY to the user that submits them (e.g., if I submit a report when I am logged in with USERID XXX61, I must log in as USERID XXX61 in order to retrieve the report).
- If a second report of the same type (ex. Holdings by Library) for the same library is requested by the same user, the first report will be replaced by the second report.
- Report fields with more than 255 characters will be truncated to 255 characters. If, for instance, the title is 260 characters, only the first 255 will be included in the report.

## Section 21. Serial Holdings Level 2 Holdings Report

This report lists the holdings that are at Encoding Level 2 according to the ANSI/NISO Z39.71-1999 standard. These holdings do not list volume or year holdings information. Since neither DOCLINE users nor the DOCLINE routing algorithm can tell what is held, it is important to add holdings information to these records as soon as possible.

A user can produce a Level 2 holdings report for any library for which they have rights to update holdings, a library group to which they belong, or for their own state or province. For Serial Holdings Coordinators who have rights to more than one state/province, multiple states or provinces will display. Only one library, library group, and/or state/province can be selected for the report. Regional DOCLINE Coordinators can produce this report for their region.

The report is sorted by LIBID and then by Title. The fields displayed are: Library Name, City, State/Province, LIBID, Title, NLM Unique ID, ISSN, Publisher, Place of Publication, Publication Date, Frequency, Continuation Notes, Retention Policy, and Acquisition Status. Any fields that have no data will not display.

- **Notes:**

- Each user with Serial Holdings update rights can submit these reports.
- These reports will be current as of the time that they are run.
- Reports are accessible ONLY to the user that submits them (e.g., if I submit a report when I am logged in with USERID XXX61, I must log in as USERID XXX61 in order to retrieve the report).
- If a second report of the same type (ex. Holdings by Library) for the same library is requested by the same user, the first report will be replaced by the second report.
- Report fields with more than 255 characters will be truncated to 255 characters. If, for instance, the title is 260 characters, only the first 255 will be included in the report.

## Section 22. Serial Holdings Libraries not Updated within a Year Report

This report lists libraries that have not updated any of their holdings within One Year. A minimum of once a year, libraries should update the library holdings as necessary; if the holdings do not need to be updated, the library should review the library holdings and update the Holdings Last Reviewed field in the Serial Holdings part of the Membership section of the Institution record. When a holdings record is updated, the Update Date is changed in the Serial Holdings Update History part of the Membership section of the Institution record. There are two types of updating: *Online* and *Batch*. The dates associated with both these types are checked and the Holdings Last Reviewed field is also checked. In order to be listed on the report, the following must occur:

1. Holdings Last Reviewed field for the library is blank or more than one year prior to the date of the report; AND,
2. Last time any holdings record for the library was updated online is blank or more than one year prior to the date of the report; AND,
3. Last time any holdings record for the library was updated via batch is blank or more than one year prior to the date of the report.

A user can produce this report for any library for which they have update rights, a library group to which they belong, or for their own state or province. For Serial Holdings Coordinators who have rights to more than one state/province, multiple states or provinces will display. Only one library, library group, and/or state/province can be selected for the report. Regional DOCLINE Coordinators can produce this report for their region.

The report is sorted by LIBID. The fields displayed are: Library Name, City, State/Province, LIBID, Number of Level 3 Holdings, Number of Level 2 Holdings, Last Batch Update Date, Last Online Update Date, and Date Last Reviewed on. Any fields that have no data (other than the Date Last Reviewed on) will not display.

- **Note:**

- Each user with Serial Holdings update rights can submit these reports.
- These reports will be current as of the time that they are run.
- Reports are accessible ONLY to the user that submits them (e.g., if I submit a report when I am logged in with USERID XXX61, I must log in as USERID XXX61 in order to retrieve the report).
- If a second report of the same type (ex. Holdings by Library) for the same library is requested by the same user, the first report will be replaced by the second report.
- Report fields with more than 255 characters will be truncated to 255 characters. If, for instance, the title is 260 characters, only the first 255 will be included in the report.



## Section 23. Reports Ready

The *Reports Ready* screen appears when the user clicks the "Reports Ready" hyperlink that is listed on the left side of the screen under the Submit Reports header. This screen displays all reports that have been submitted by the user and subsequently completed running. The name of the report, the date it was requested, the date it was last viewed, and the number of records in the report are displayed. To view the report, click on the Report Name hyperlink.

### Definitions

| FIELD                  | DEFINITION   |
|------------------------|--|
| <b>Delete Checkbox</b> | When this checkbox is clicked, a checkmark appears; and, if the user clicks <b>Delete Selected Report(s)</b> , the report will be deleted from the NLM server. |
| <b>Report Name</b>     | The name of the report.  |
| <b>Request Date</b>    | The date the report was requested by the user.   |
| <b>Last View Date</b>  | The date the report was last viewed.   |
| <b>Number Records</b>  | The number of records in the report.   |

### Actions:

| DESIRED ACTION                           | PROCEDURE   |
|--|---|
| <b>View Report</b>                       | Click the "Report Name" hyperlink.  |
| <b>Print Report in Netscape</b>          | From the <i>Serial Holdings Reports</i> screen: <ol style="list-style-type: none"> <li>1. On left side of the screen under the Submitted Reports header, click the "Reports Ready" hyperlink.</li> <li>2. Click the appropriate "Report Name" hyperlink.</li> <li>3. After the report displays, use your browser to print the report.</li> </ol>  |
| <b>Print Report in Internet Explorer</b> | From the <i>Serial Holdings Reports</i> screen: <ol style="list-style-type: none"> <li>1. On left side of the screen under the Submitted Reports header, click the "Reports Ready" hyperlink.</li> <li>2. Click the appropriate "Report Name" hyperlink.</li> <li>3. After the report displays, move your cursor over any of the report information and then right click.</li> <li>4. Click the <i>Select All</i> option.</li> <li>5. Right click.</li> </ol> |

|   |   |
|---|---|
|   | <ol style="list-style-type: none"><li>6. Click the <i>Copy</i> option.</li><li>7. Open <i>Microsoft Word</i>.</li><li>8. Use the word processing package to paste the data and then to print the data.</li></ol>  |
| <b>Save Delimited Report as ASCII Text in Netscape</b>          | <ol style="list-style-type: none"><li>1. Click the "Report Name" hyperlink.</li><li>2. Select <i>File</i> from the browser bar.</li><li>3. Select <i>Save As</i></li><li>4. Enter a file name with file extension ".txt". Example: MDUGHI.txt</li><li>5. Click <b>Save</b>.</li></ol>                                   |
| <b>Save Delimited Report as ASCII Text in Internet Explorer</b> | <ol style="list-style-type: none"><li>1. Right Click the <i>Report Name</i> hyperlink.</li><li>2. Click the "<i>Save Target As</i>" option.</li><li>3. Enter a file name. Example: MDUGHI</li><li>4. Click on the drop-down list for Save As Type and select "Text File (.txt)"</li><li>5. Click <b>Save</b>.</li></ol> |

## Section 24. Serial Report Field Definitions

| FIELD                       | DEFINITION   |
|-----------------------------|--|
| <b>Acquisition Status</b>   | The current receipt status of the title (e.g., Currently Receiving, No Longer Acquiring)   |
| <b>City</b>                 | The city is taken from the Document Delivery City field in the Address section of the Institution record.  |
| <b>Continuation Notes</b>   | Notes about preceding or succeeding titles.  |
| <b>Frequency</b>            | The Current Publication Frequency (taken from the 310 of the MARC record) is the most recent frequency identified by NLM or the frequency that was listed on the piece when the journal was initially cataloged.   |
| <b>Holdings</b>             | The volumes and/or years held by the library or the number of months, years, or editions that are held if the library reports holdings for a limited time period.  |
| <b>ISSN</b>                 | International Standard Serial Number (taken from MARC field 022 subfield a in LOCATORplus)   |
| <b>LIBID</b>                | The LIBID is a six character code that consists of the two-letter state or Canadian province abbreviation, a U for U.S. or a C for Canada, and three alphabetic characters.  |
| <b>Library Name</b>         | The library name is taken from the Document Delivery Institution field in the Address section of the Institution record. This is a required field. It will appear in all Holdings by Library reports.  |
| <b>NLM Unique ID</b>        | The NLM Unique Identifier for the serial title (taken from 035 subfield 9 MARC field in LOCATORplus). This is a required field. It will appear in all Holdings by Library reports.   |
| <b>Place of Publication</b> | The most recent place of publication identified by NLM or the place of publication that was listed on the piece when the journal was initially cataloged. From MARC field in LOCATORplus:<br>Place of Publication: The place of publication that appears in Serial Holdings is created from various fields in the MARC record:<br>If the most recent place of publication identified by NLM (269 subfield a) is present, the place of publication is the 269 subfield a.<br>Otherwise, the place of publication comes from the place of publication listed on the piece when the journal was initially cataloged (260 subfield a). |
| <b>Publication Date</b>     | The beginning publication date, a hyphen, and, if present, the ending publication date. The letter <i>u</i> in the date indicates that the date is unknown.<br>Ex. 19uu-197u (beginning date is sometime in the 19 <sup>th</sup> century; ending date is sometime during the   |

|                         |   |
|-------------------------|---|
|                         | <p>1970s)</p> <p>From MARC field in LOCATORplus:<br/>The beginning date is the 008 field at the 7<sup>th</sup> through 10<sup>th</sup> positions. The ending date is the 008 field at the 11<sup>th</sup> through 14<sup>th</sup> positions.<br/>NOTE: In MARC, the positions for the 008 field start at 0.</p>   |
| <b>Publisher</b>        | <p>The most recent publisher identified by NLM or the publisher that was listed on the piece when the journal was initially cataloged.</p> <p>From MARC field in LOCATORplus:<br/>Publisher: The publisher that appears in Serial Holdings is created from various fields in the MARC record:</p> <p>If the most recent Publisher identified by NLM (269 subfield b) is present, the publisher is the 269 subfield b.</p> <p>Otherwise, the publisher comes from the publisher listed on the piece when the journal was initially cataloged (260 subfield b).</p> |
| <b>Retention Policy</b> | <p>The library's policy for keeping the title (e.g., permanently retain or retain for a limited period).</p>  |
| <b>State/Province</b>   | <p>The U.S. State or Canadian Province is taken from the Document Delivery State/Province field in the Address section of the Institution record.</p>   |
| <b>Title</b>            | <p>The serial title. This is a required field. It will appear in all Holdings by Library reports.</p> <p>From MARC field in LOCATORplus:<br/>The title that appears in Serial Holdings is created from various fields in the MARC record: If a Uniform Title (130) is present without a subfield I (the letter "I"), the title is the 130.</p> <p>Otherwise, the title comes from the 245 subfield a, b, c, h, n, and p followed by a space and then by the subfields of the Corporate Name (110) or Conference Name (111), if they exist.</p>                    |

## Section 25. Types of Serial Reports

### Report Format Type

| REPORT FORMAT OPTION | DEFINITION   |
|----------------------|--|
| <b>Standard</b>      | A viewable/printable format that lists the selected field names followed by the data.                |
| <b>Delimited</b>     | Data in a format that can be saved and then imported into another database such as Microsoft Access. |

**Select LIBID:** The LIBIDs display for which the user has update rights. **Only one LIBID** can be selected at a time even if the user has the authorization to run reports for more than one LIBID. Click on the appropriate LIBID in order to select it.

**Select Report Fields:** The fields that are selected to display in your report are listed in the area below the DOCLINE menu bar at the top of the screen. The default fields that are already selected for the user are: Holdings, Library Name, NLM Unique ID, and Title. These fields cannot be deselected.

| DESIRED ACTION  | PROCEDURE   |
|---|---|
| <b>Select Additional Report Fields</b>                  | Hold down the Control (Ctrl) key while clicking on the appropriate field name(s).   |
| <b>Deselect one or more Report Field(s)</b>             | Hold down the Control (Ctrl) key and click on the appropriate highlighted field(s). To Deselect ALL Report Fields except for the required fields (Holdings, Library Name, NLM Unique ID, and Title), click RESET. |
| <b>Deselect all Report Fields that are NOT Required</b> | Click RESET.  |

## Section 26. Laudable Links

- **NN/LM-NER Web Site:**

<http://www.nlm.gov/ner/DocumentDelivery.html>

- **NN/LM Online HOLD Request Form:**

<http://nlm.gov/libinfo/DOCLINE/dochold.html>

- **NLM Web Site (DOCLINE Help):**

[http://www.nlm.nih.gov/docline/doclinehelp/%21SSL%21/WebHelp/DOCLINE\\_Help.htm](http://www.nlm.nih.gov/docline/doclinehelp/%21SSL%21/WebHelp/DOCLINE_Help.htm)

- **NLM Web Site (DOCLINE FAQ's):**

<http://www.nlm.nih.gov/services/faqdocline.html>

## END OF MODULE

